Axon Commander 4.5

What is Commander?

- Commander is a digital evidence management program

- Currently only for management of BWC videos

- Potential in the future to include all forms of digital evidence such as interview video, audio files, photographs, case documents, and BWC video

Overview

- Deputies will enter metadata (which are tags for Event # and category) on the Axon View application for each video

- Deputies will dock their cameras and the videos will be uploaded into the Commander program with that metadata so videos can be searched for by event number, category, etc.

- The number of videos attached to each event should be noted in the property section of the crime/arrest report
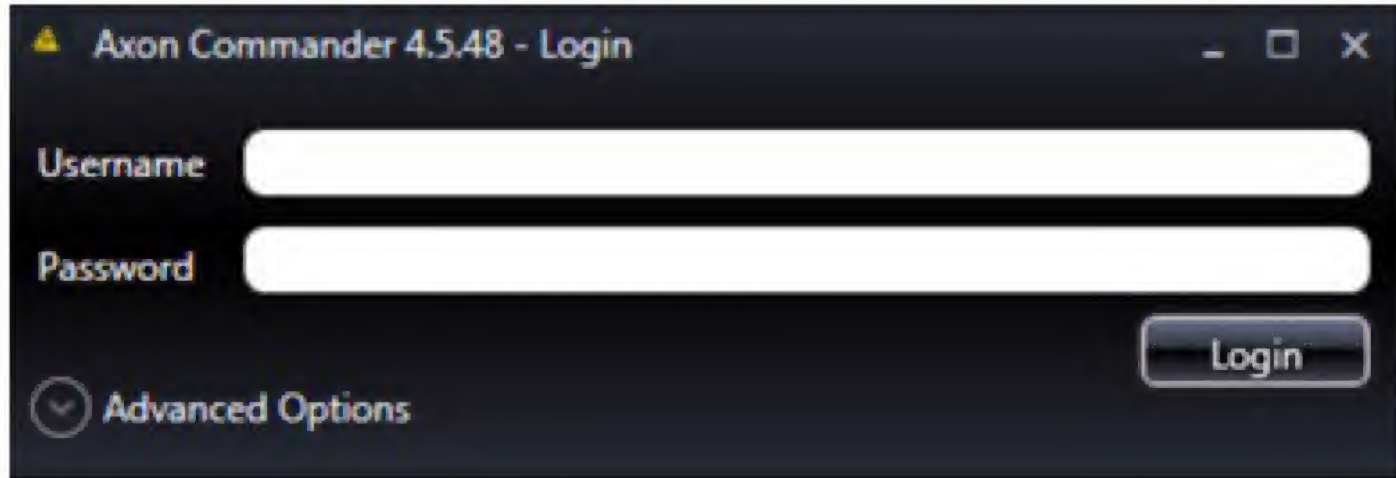
Overview

- To find the associated video for your investigation, use the search pane with the various filters or the search feature

- Once you find videos, you may tag them with your own identifier for organization and easier location in the future (MISC category)

- Commander can be used to view video, take snapshots, add bookmarks, etc.

- When the case is ready to be sent to DA, Tag with category "Share" and a drop down for the value will appear. Select "DA" and the file(s) will be moved to a 'bucket' for the DA to access
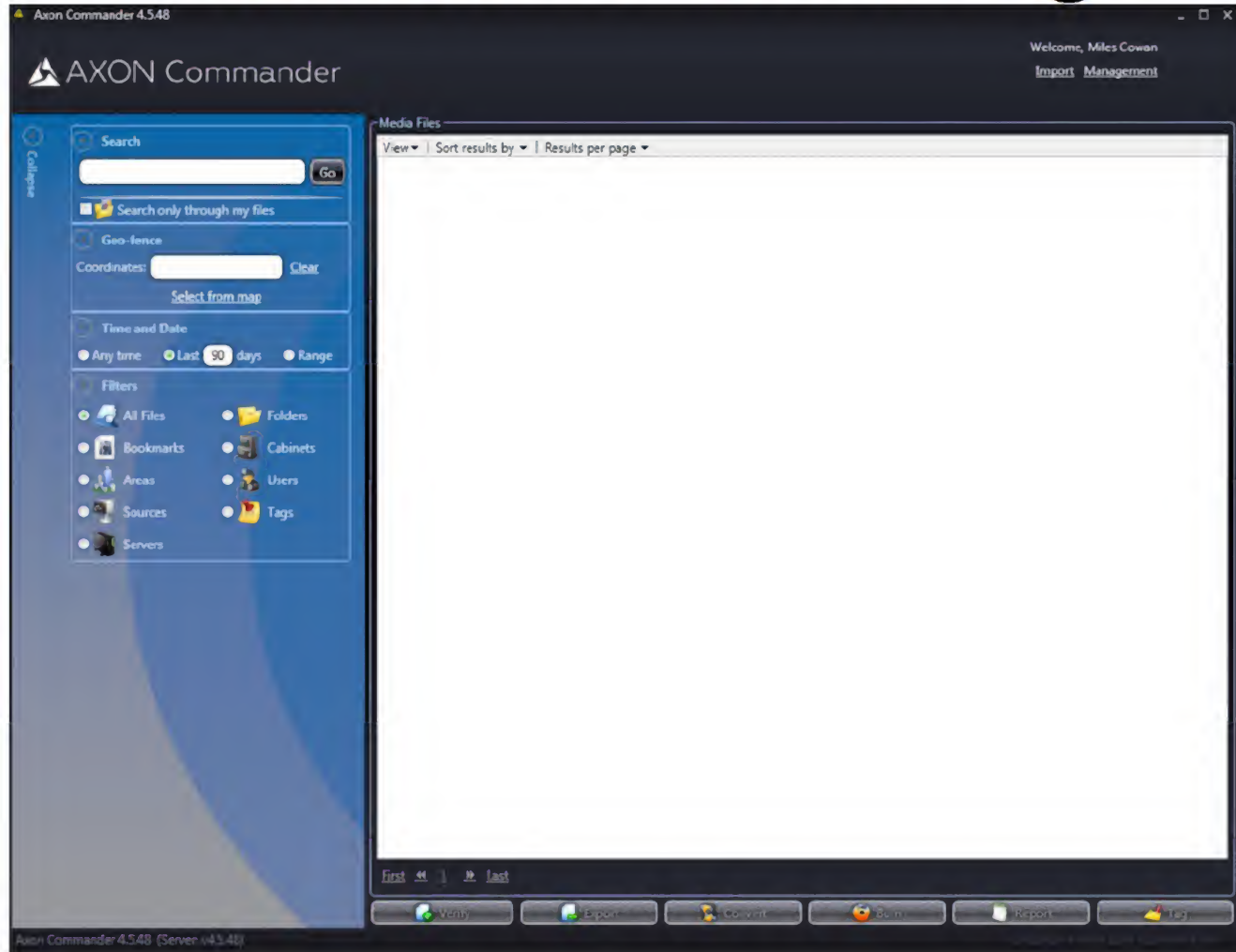
Launching Commander

- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password in text boxes and click **Login**
- This will be your Sheriff's Desktop username and password

Commander Main Page

Search Pane

Features of Search Pane

- Search section allows users to search by any word in the Commander system (i.e. user name, first name, last name, email address, bookmarks, title, description, tags, folders, cabinets, areas, and sources)

- The "Go" button executes a search based on search, date and time, and filters section

Features of Search Pane

- The Checkbox labeled "Search only through my Files" searches through the logged in user's files (i.e. videos the user has generated on their assigned camera)

- Time and Date section includes any time, last # of days, or a date range

- Available filters are all files, bookmarks, areas, sources, folders, cabinets, users, tags, and destinations

AXON Commander

Search

123 [Go]

☐ 📂 Search only through my files

Geo-fence

Coordinates: [＿＿＿＿＿] Clear

Select from map

Time and Date

◉ Any time   ○ Last [90] days   ○ Range

Filters

◉ 🔍 All Files   ○ 📁 Folders
○ 📗 Bookmarks   ○ 🗄 Cabinets
○ 🔧 Areas   ○ 👤 Users
○ 📷 Sources   ○ 📑 Tags
○ 🖥 Servers

Media Files

View ▾ | Sort results by ▾ | Results per page ▾

⌃ August, 2015   [3 item(s)]

🎞	2015-08-21 12:31:50 28m9s MP4
🎞	2015-08-21 12:31:46 30m2s MP4
🎞	2015-08-21 12:31:42 30m2s MP4

FLEX.X78058038.0012.150821.12...   BODY.X78032315.0015.150821.1...   BODY.X78046669.0013.150821.1...

⌃ June, 2014   [3 item(s)]

📷	2014-06-29 00:18:40 JPG
📷	2014-06-29 00:18:36 JPG
📷	2014-06-29 00:18:18 JPG

Scene 1234   Scene 1234   Scene 1234

⌃ July, 2007   [5 item(s)]

2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG	2007-07-11 07:13:02 JPG
Shooting	Shooting	Shooting	Shooting

2007-07-11 07:13:02 JPG

Shooting

Cabinets, Folders, and Tags

- Videos can be organized in a digital filing system utilizing cabinets to hold folders (Data Services)

- Videos relating to one case can be combined in one search by "parent" case number or "MISC" tag

- You can tag digital evidence to further identify video (i.e. tag as Detective's last name for cases for easy search)

Tagging

- Any file in Commander can be tagged which allows users to classify data for easy Search

- Two types of Tags: Drop down and Value

- Tag drop down is a list of tag classifications which are preloaded and appear in a drop down selection list

- Value tags apply free-form text (i.e. whatever the user chooses) (MISC tag is for detectives/investigators to help organize their own cases)

- You can apply tags to multiple files at once

- You can remove and change tags as needed (will be in audit report)

Tagging

1. Highlight the file in the Results Pane

2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane or in Commander Client Player

3. Click **Add**

4. In the **Name** list, select a tag template

5. In the **Value** box, enter a value for the tag

   - For a text tag you must type a value

   -For a Choice tag you can select a value

6. Click **OK**

Tagging

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Video Analysis Unit

Tagging

Context Menu

- Right-click on any file and the context menu appears
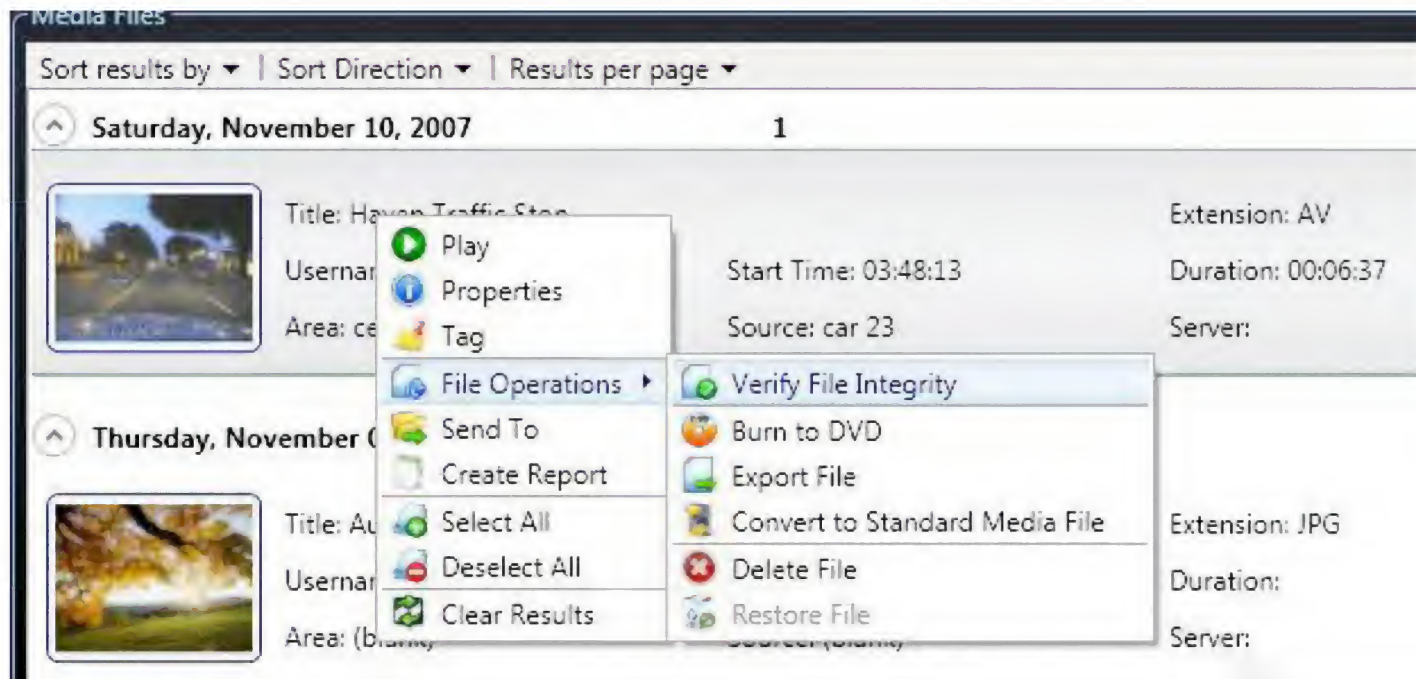
Context Menu

- Play: This action invokes the Commander Client Player
- Properties: This action opens the Properties window for the file
- Tag: This action opens the Tag window to Tag this specific file
- File Operations:
  - Verify File Integrity: This action opens the Verify File Integrity window for the file- Used for later applications
  - Burn to DVD: This action opens the Burn to DVD window for the file
  - Export File: This action opens the Export File window for the File
- Convert to Standard Media file: This action opens the Conversion window for the file

Context Menu

- Send to: This sends a specific File to the desired predefined location

- Create report: This creates a Report on all activity of the file

Playback

- Select a file by double-clicking on the file
- Right-click on the file and select play to watch
- Standard playback controls are available

Snapshot

- Open the desired video file with the Commander Client Player
- When you are ready to take a Snapshot of the video, click the camera icon on the left side of playback options in Commander Client Player
  - A Save As dialog box opens
- Navigate to the desired location and click **Save**

  By Default, the Name of the Snapshot will be the local Date and Time when the snapshot was taken

Bookmarks

- Open a video file in Commander Client Player

- When you get to a point in the video you wish to bookmark you can click the **Add Bookmark** button on the right hand side of the player

- A bookmark box will appear with time stamp for the point in the video at the top

- The middle section allows for an event type or title for the bookmark

- The last section is for a brief description (words in this section can be searched)

Bookmarks

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Exporting a File

- Use this feature when you want to use a file that is stored in Commander externally

- A copy of the file is sent to the specified location

1. Highlight the file in the Results Pane

2. Right-click the file and select **File Operations > Export File**

3. Click **Export** at the bottom of the Results Pane

4. Click **Export** in the Commander Client Player

5. Click **Browse**

6. There is also an option to include an Audit Trail

7. Click **Export**

Exporting a File
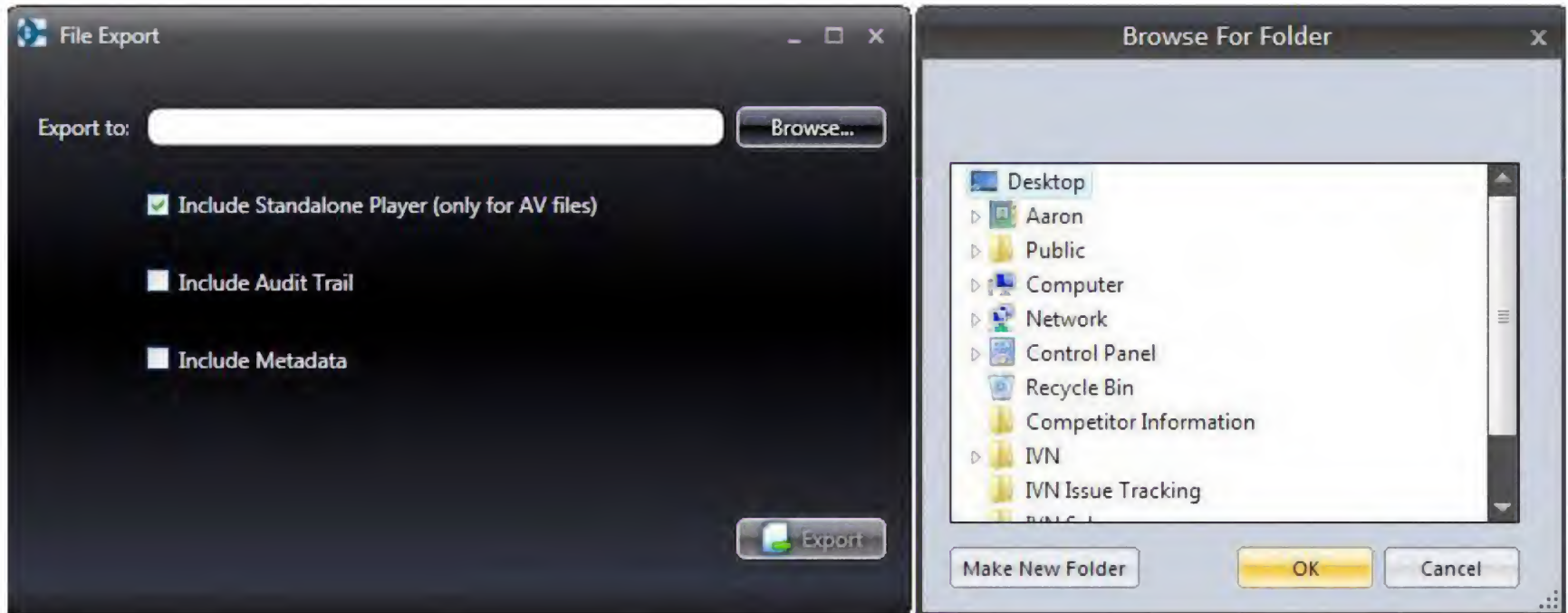
Converting a File

- Most video Files in the Commander can be converted to WMV format to be played in Windows Media Player

1. Highlight the file in the Results Pane

2. Click **Convert** at the bottom of the Results Pane or the Commander Client Player

3. Select destination by browsing to the location where you want to save the converted file

4. Click **Convert to Standard Media** to start process (conversion time is about the same as the time of the video)

Burning a File

- Files in Commander can be burned to a Data or Authored DVD

1. Highlight the file in Results Pane

2. Right-click on file and select **File Operations > Burn to DVD** or click **Burn** at the bottom of the results pane or in Commander Client Player

3. Select the desired drive

4. Make sure a disk is inserted and select your speed

5. Select Authored or Data (Authored can be played back in standard DVD Player. Data contains original files)

6. Click **Burn to DVD**

Creating a Report

- Reports detailing an audit trail of actions performed on a file since it was ingested into Commander can be created

1. Highlight the file in the Results Pane

2. Right-click on the file and select **Create Report** or click **Report** at the bottom of the results pane or in Commander Client Player

3. A Report window appears and you can Print, Export to PDF, or Search

Supervisor Responsibilities

- Assigning OT cameras (or backup)
- Adding additional users to a video file(s) for viewing by another Deputy
- Tagging Case numbers for videos associated with Arrest Reports for 148 PC and 69 PC
- Sending Arrest reports for 148 PC and 69 PC to the DA through tagging system
- Detective Sgt. decide work flow for CN tags and DA Sharing for arrest reports

How to Send to the DA's Office

- Select/highlight the videos you wish to send

- Select Add Tag (Tag box will appear)

- Tag: "Share"

- Value section "DA" Once this tag is applied copies of the videos will be sent to a "bucket" which the DA has access to

How to Send to the DA's Office

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Assigning Cameras

- Sergeants will have ability to assign cameras
- Click the arrow symbol by your name in top right corner and then click "Administration"
- Management box will appear, select "Devices" on the left side
- Select the "Assignment" tab and search for the serial number (On the bottom of camera next to upload light)
- Select the owner you wish to assign and select the "Assign Device" button
- Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock)
- Once you have assigned the camera, remove and re-dock

Assigning Cameras
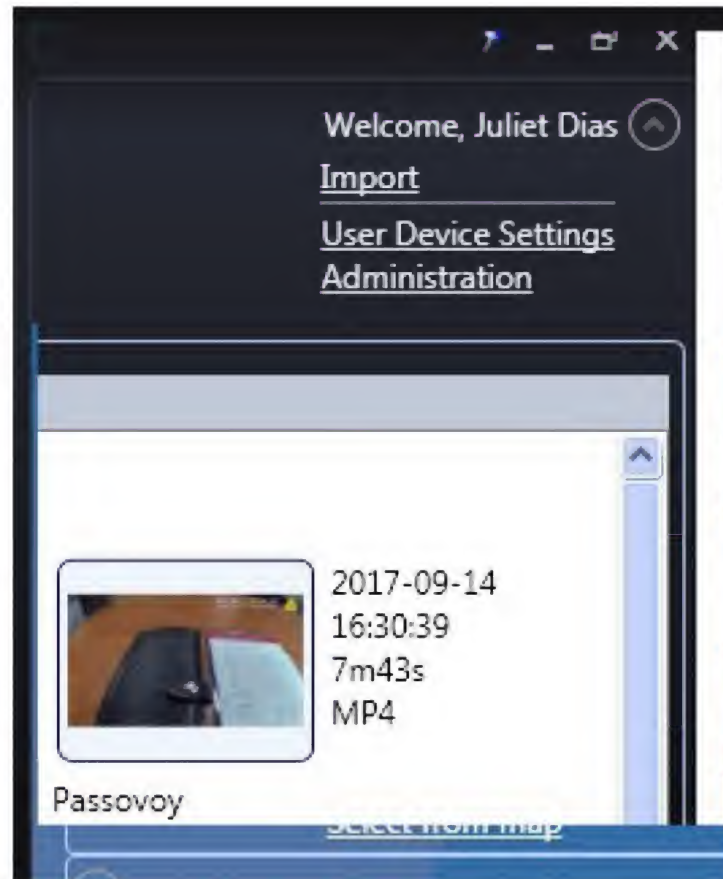
Assigning Cameras
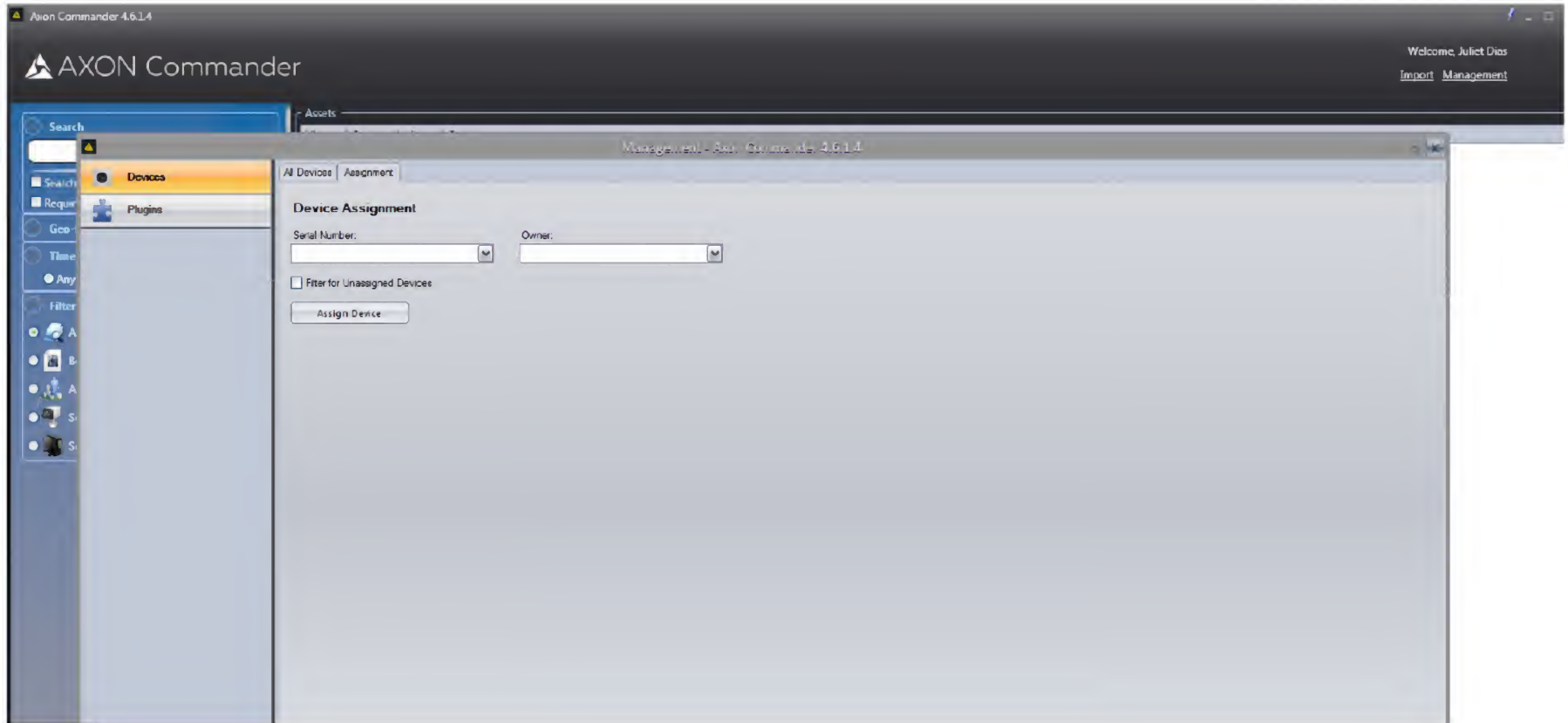
Adding a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)

- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)

- To grant a deputy access to another deputy's video you must add a user

Adding a User

1. Highlight the desired file(s)

2. Right Click and select "Properties"

3. The Properties window will appear with a drop down for Primary and Secondary User

4. The primary user should have the user that made the recording

5. In the secondary user field find the user you wish to grant access to the file(s)

6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to "None"

Adding a User

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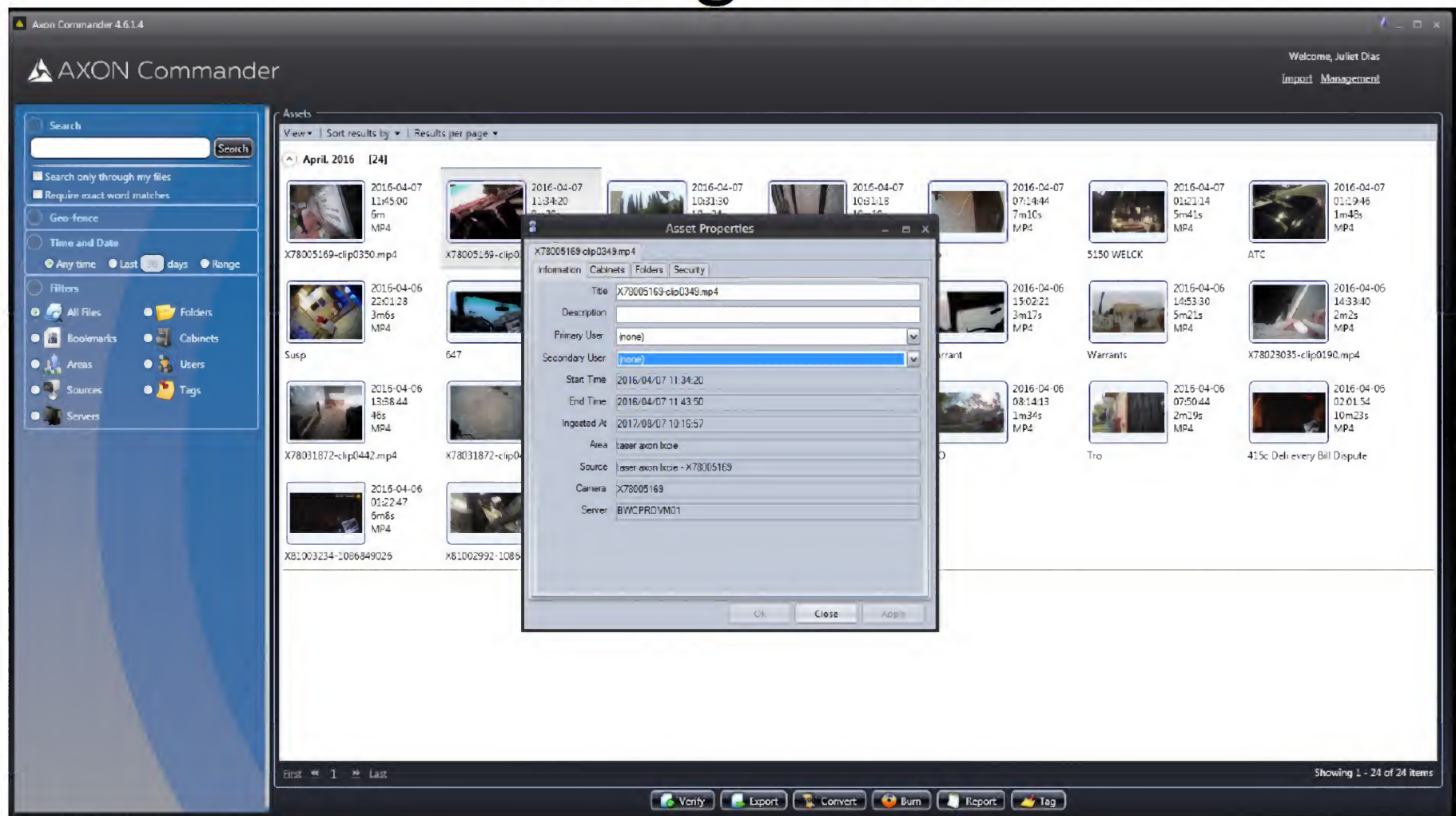
Body Worn Cameras
Contact Information

Video Analysis Unit

Sgt. David Collins ███████████
Deputy Justin Cole ███████████
Deputy Juliet Dias ███████████
Cpl. Alexander Roti ███████████

*For feedback that does not require a response, you may email the unit at VAU@sdsheriff.org